



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MEDICATION AIDE

Job Number: 20001005

Job Code: 43090V161016

Job Group: 4300 - NURSING

Job Established: 10/16/2002

Job Revised: 10/16/2016

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs delegated duties in medication administration, treatment and care of patients/residents under the direction of a registered nurse or licensed practical nurse; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

(See Special Requirements)

EXPERIENCE:

(See Special Requirements)

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

1. Must possess current registration with the Kentucky Nurse Aide Registry as administered by the Kentucky Cabinet for Health Services and Kentucky Board of Nursing. <http://www.lrc.state.ky.us/kar/906/001/100.htm> <http://www.kbn.ky.gov/> 2. In addition, must possess documentation of having successfully passed the medication aide competency examination as administered by Kentucky Community and Technical College System (KCTCS). http://www.kctcs.edu/en/system_initiatives/veterans_affairs/licensing_and_certification.aspx Acceptable documentation is as follows: Training received AFTER December, 1990: Letter from a Kentucky Community and Technical College OR from the Kentucky Community and Technical College Systems office

indicating the applicant has passed the competency exam for Kentucky medication aide. Training received PRIOR to December, 1990: Certificate of completion of Medication Administration Course for unlicensed personnel. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares, administers and charts medications and treatments within the scope of their practice. Performs medical treatments under supervision of a licensed nurse. Takes temperatures, pulses and respiration and records on patient's chart. Participates in treatment team meetings. Provides first aid for minor injuries. Accepts and accounts for drugs and related paraphernalia. Attends in-service training programs. Reports unusual incidents with staff or patients to a licensed nurse. Participates in drills for and responds to facility emergencies. Assists residents in personal hygiene such as bathing, dental and oral care, hair and nail care. Observes and reports skin breakdown. Assists residents with bowel and bladder functions by taking them to restrooms, providing bedpans or portable commodes. Collects, labels and records sputum, urine or stool specimens for laboratory analysis. Changes and transports soiled and contaminated linens. Assists residents in dressing and undressing. Situates bedfast residents in correct and comfortable positions and turns them every two hours. Changes dressings and bandages as required. Aids residents in preparation for activities and programs within and outside the center. Assists residents by lifting them manually or by mechanical lifts as needed. Records residents' food and fluid intake, bowel movements and urine output.

UNIQUE PHYSICAL REQUIREMENTS:

Work involves considerable walking, stretching and lifting in order to assist residents.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May be exposed to infectious waste, diseases and conditions. May occasionally encounter unpredictable behavior.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.